



**BAY COUNTY SHERIFF'S OFFICE
ADMINISTRATION DIVISION
PERSONNEL SECTION
3421 N. HIGHWAY 77
PANAMA CITY, FL 32405**

Tommy Ford
SHERIFF

POSITION VACANCY ANNOUNCEMENT

POSITION: CRIME SCENE TECHNICIAN

SELECTION PROCESS MONITOR #: 25-022

POSITION VACANCY

The Bay County Sheriff's Office is currently accepting applications for the position of Crime Scene Technician. The entry level compensation for this position is \$55,374.

MAJOR FUNCTIONS

The primary responsibility is the examination of a crime scene for the purpose of documenting the conditions present at the scene and to provide the investigators, attorneys, and ultimately the jury of the location and significance of the items located at the scene. This includes photographing, videoing, and sketching of crime scenes. Other relevant duties include receiving all incoming property/evidence properly and securely storing it so that it remains readily accessible to lawfully release or destroy and maintain documentation of the entire process that is sufficiently accurate and complete to satisfy any competent court which has reason to examine the process. Work is performed under general supervision.

ILLUSTRATIVE DUTIES

Respond to crime scenes. Document crime scenes through photographs, videos, and sketches. Collect and preserve physical evidence at crime scenes. Look for latent fingerprints at crime scenes. Dust evidence for fingerprints. Develop fingerprints using various chemicals. Attend and observe autopsies and collect related evidence. Maintain case files for cases worked (photographs, reports, etc.). Complete investigative reports and latent print reports. Preserve all incoming property/evidence from contamination, theft, or loss. Transport evidence to and from FDLE. Process evidence using various methods. Maintain and update property/evidence documentation with tracking information, commonly known as "Chain of Custody." Ensure all releases and dispositions are legal and properly documented. Arrange and document releases and returns of property/evidence for court, lab analysis, or investigative use. Operate computer terminals as needed. Enter, move, and remove data as necessary. Prepare and forward property/evidence related forms to requesting units and agencies. Serve as a liaison between the agency and other local, state, and federal law enforcement agencies, as well as the Office of the State Attorney, the Courthouse, and the general public. Maintain current knowledge of laws and statutes pertaining to property/evidence management. Maintain off-site evidence storage facilities. Inventory property/evidence based on policy demands of the agency. Ensure that all efforts are taken to make the property/evidence room and lab are as safe as possible for employees as well as property/evidence. Establish and maintain effective working relationships with others. Interpret and follow technical instructions. Testify in court.

NOTE: The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an accredited equivalency diploma.

RESPONSE

All interested individuals are required to submit an application (www.bayso.org) to the Bay County Sheriff's Office, Personnel Section, **by 5:00 PM, on October 17, 2025**. Additional inquiries can be made through the Personnel Section at personnel@bayso.org.

DATE OF ANNOUNCEMENT: October 8, 2025

**THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE**